

CE COURSE RENEWAL APPLICATION

RE 314 (Rev. 8/14)

CalBRE RECEIVED DATE

COURSE INFORMATION

EIGHT-DIGIT CalBRE COURSE NUMBER

EXPIRATION DATE

CREDIT HOURS

CATEGORY

COURSE TITLE

RENEWAL INFORMATION

CalBRE Use Only

- Please read all instructions on page two before completing this application.
- Please include a current telephone number, email address, and Web site.

1. NAME OF COURSE SPONSOR/SCHOOL

ADDRESS

TELEPHONE NUMBER

CITY

STATE

ZIP CODE

PRIMARY EMAIL ADDRESS

WEB ADDRESS

2. METHOD OF PRESENTATION (CHECK APPROPRIATE BOX)

☐ LIVE/CLASSROOM ☐ CONFERENCE/SYMPOSIUM ☐ CORRESPONDENCE ☐ INTERNET

3. IF INTERNET COURSE (CHECK APPROPRIATE BOX)

☐ ENTIRE COURSE ☐ ENTIRE COURSE AND FINAL EXAM ☐ FINAL EXAM

4. HAVE YOU MADE A MATERIAL CHANGE TO THE OFFERING SUCH AS A CHANGE IN CURRICULUM, COURSE LENGTH, TEXTBOOKS, WORKBOOKS, SYLLABI, METHOD OF PRESENTATION, OR OWNERSHIP/INSTRUCTOR CHANGE? [REFER TO MATERIAL CHANGE DEFINITION ON REVERSE SIDE.]

☐ YES ☐ NO IF YES, EXPLAIN

5. IS THE FINAL EXAM ADMINISTERED DURING THE COURSE APPROVAL HOURS?

☐ YES ☐ NO IF YES, HOW MUCH TIME IS ALLOTTED FOR THE FINAL EXAM?

6. DO YOU VERIFY IDENTIFICATION BY PICTURE ID PRIOR TO ADMITTANCE FOR A LIVE OFFERING OR PRIOR TO ADMINISTERING THE FINAL EXAM FOR A CORRESPONDENCE OFFERING?

☐ YES ☐ NO IF NO, EXPLAIN

7. SECONDARY CONTACT AUTHORIZATION — LIST THE NAME OF ANY INDIVIDUAL (OTHER THAN THE APPLICANT) WHO IS FULLY AUTHORIZED TO ACT ON BEHALF OF YOU OR YOUR ENTITY IN FUTURE CORRESPONDENCE REGARDING THIS COURSE. NOTE: SUCH ACTS WILL BE BINDING UPON THE APPLICANT. OBTAIN SIGNATURE, PHONE NUMBER, AND EMAIL ADDRESS OF EACH PERSON LISTED.

Printed Name

Signature

Telephone Number

Email Address

Certification

The undersigned applicant hereby certifies under penalty of perjury that all statements made in this renewal application are true and nothing has been withheld which would influence a complete evaluation of this offering. Also, unless noted above, there has been no material change in the content and length of the offering previously approved.

The undersigned further certifies that any updates to the course material resulting from statute, regulation or decisional law changes have been made to the course material and all statutory and regulatory continuing education requirements will be complied with fully.

SIGNATURE OF PRIMARY CONTACT

DATE

PRINTED NAME OF PRIMARY CONTACT

TITLE OF PRIMARY CONTACT

CalBRE Use Only

OFFERING TYPE

☐ E ☐ A ☐ TF ☐ FH ☐ RM

☐ CP ☐ CS ☐ S-6 ☐ S-8

COURSE #

PRESENTATION METHOD

HOURS

Renewal information

- ❖ The offering title and expiration date are shown in the Course Information area.
- ❖ Use this form only to apply for renewal of the course offering listed on the front of this application.
This form may not be used to renew an offering on a late basis, or as an original offering application.
- ❖ This form must be received by the CalBRE's Education Section 90 days prior to the expiration date shown in the Course Information area. A new "Continuing Education Offering Approval Application" (RE 315), fee, and all supporting material is required for applications received after the expiration date and late submittals can result in course activity status delays.
- ❖ **Renewal Fees**
 - \$500** for courses of three hours or more in duration
 - \$350** for courses of less than three hours in duration
- ❖ Type or print clearly in ink.
- ❖ If your renewal application is approved, a new approval certificate will be issued for a two year period that will contain a new eight-digit course number.
Do not advertise, promote, or issue new course approval numbers until the effective date located on the renewal certificate. Course providers are not permitted to issue old or new course numbers if the status of the course has expired.

Material change definition

"Material change" means a significant deviation, in one or more aspects, from the offering as approved by the Bureau, including a change in curriculum, course length, textbooks, workbooks, final exam, syllabi, or method of presentation, but not including changes designed exclusively to reflect recent changes in statutes, regulations or decisional law.

If you have made a material change to the previously approved offering as defined above, do not complete this renewal application. You must submit a new application, fee, and all offering material as with an original application.

Changes to course material to only update statutes, regulations, or decisional law do not constitute a "material change" to the offering but do require CalBRE approval prior to use.

Final examination requirements

Please see current final examination requirements under Commissioner's Regulation 3007.3 and on form RE 312. Additional exam information can be found on the Sample General Information Page (RE 308).

Current and up-to-date course material

The course sponsor is responsible for making sure the course material presented to the participant is current and up-to-date. The sponsor should review the course material and make any necessary changes to the statutes, regulations, or decisional law cited in the material

and submit it to the Bureau for review prior to use, along with a signed authorization for use of copyrighted material, that is signed and dated by the publisher as applicable.

Commissioner's Regulation Compliance

To demonstrate compliance with current Commissioner's Regulations and to avoid potential delays, all sponsors renewing a course expiring after 12/31/2010 should submit copies of the following documents:

- Final examination(s) with answers identified and corresponding page references to instructional material for each question.
- RE 308 General Information Page.
- RE 302 Course Completion Certificate.
- RE 335 CE Instructor Certification and attached substantiation of qualifications.
- Course textbook.
- Timed course outline (3 pages per credit hour with an average word count of 200 words per page).
- For correspondence courses, copies of the examination instructions to monitors and students.
- Incremental assessments (i.e. quizzes) for correspondence courses.
- For correspondence courses or packages exceeding 15 hours, provide an explanation how the final exam is administered.

Acceptable payment methods

Cashiers' check, money order, check or credit card.

- ❖ Make check or money order payable to: **Bureau of Real Estate**
- ❖ Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

Mailing information

- ❖ Mail completed application and renewal fee to:
 Bureau of Real Estate
 Education Section
 P.O. Box 137009
 Sacramento, CA 95813-7009
- ❖ Or hand deliver to:
 1651 Exposition Blvd., Sacramento

Future renewals

This application must be submitted to the Education Section at least **90 days prior** to the expiration date of the offering. Since it is the sponsor's responsibility to apply for renewal within the appropriate time frame, it is suggested that you establish a call-up procedure for your next renewal to ensure deadlines are met.